



State of New Mexico Purchase Order

PO Number to be on all Invoices and Correspondence

Dispatch via Print

Children, Youth & Family Dept

P.O. DRAWER 5160
SANTA FE NM 87501
United States

Vendor: 0000054390
LUNA, COUNTY OF
P O BOX 551
DEMING NM 88031

Purchase Order 69000-0000041302	Date 08/13/2013	Revision	Page 1
Payment Terms Pay Now	Freight Terms FOB Destination	Ship Via Best Way	
Buyer IRENE PATTERSON	Phone		

Ship To: 1120 PASEO DE PERALTA, ROOM 212
SANTA FE NM 87502
United States

Bill To: P.O. DRAWER 5160
SANTA FE NM 87501
United States

Origin: EXE **Exc\Excl #:** 13-1-98A

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	Serve as fiscal agent and subcontract with a qualified provider to deliver high quality Home Visiting Services in Luna County.		1.00	EA	100,000.00	100,000.00	08/13/2013

69000-06700-4050000000-535300- -006907- -114-30000

Schedule Total 100,000.00

Contract ID: 0000000000000000000015707 Contract Line: 0 Release: 2

Item Total 100,000.00

Agreement: 13-690-15707

Total PO Amount 100,000.00

Agency Approval - I certify that the proposed purchase represented by this document is authorized by and is made in accordance with all State (and if applicable Federal) legislation rules and regulation. I further certify that adequate unencumbered cash and budget expenditure authority exists for this proposed purchase and all other outstanding purchase commitments and accounts payable.

Authorized Signature

**AMENDMENT NUMBER ONE (1)
AGREEMENT**

This is the first Amendment to Agreement No. 13-690-15707 between the State of New Mexico Children, Youth and Families Department, hereinafter referred to as the “Agency” and **County of Luna**, hereinafter referred to as the “Contractor.”

PURPOSE OF AMENDMENT

1. **Extend** the term thru June 30, 2017.
2. **Increase compensation** by \$1,687,500.00 for a new contractual total of \$2,136,076.00.
3. **Revise Attachment 1- Statement of Work** page 3 Performance Measure.
4. **Revise Attachment 2 – Budget** to reflect funding for additional services.

CHANGES TO AGREEMENT

Effective upon approval by both parties, the Agreement is amended as follows:

I. Period of Agreement

This Agreement shall become effective when signed by both parties and shall terminate on **June 30, 2017**, unless terminated pursuant to Article VI, *infra*.

II. Statement of Work

The contractor shall provide the program of services as set forth in the scope of work which is attached hereto as **Revised Attachment 1- Statement of Work** and incorporated herein by reference unless amended or terminated pursuant to Article VI, *infra*. In consideration for the provision of those services, the Agency agrees to purchase and the Contractor agrees to perform the services identified in the Statement of Work.

III. Limitation of Cost

The total amount of the monies payable to the Contractor under this Agreement shall not exceed two million one hundred thirty six thousand seventy six dollars **(\$2,136,076.00)**. The annual budget is attached hereto as **Revised Attachment 2- Budget** and incorporated herein by reference.

Revised Attachment 1- Statement of Work and **Revised Attachment 2- Budget** are attached and incorporated into the Contract Amendment. All remaining sections and exhibits in this Agreement remain in effect and are not altered by this Amendment.

IN WITNESS WHEREOF, the Agency and the Contractor have caused this Amendment to be executed, said Amendment to become effective when signed by both parties.

Contractor


Authorized Signatory

Date: 9-19-13

County Manager
Printed Title of Authorized Signatory

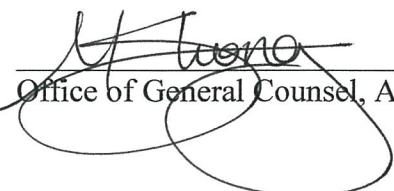
Date: 9-19-13

Agency


Secretary or Designee, Agency

Date: 9/26/13

Approved as to legal form and sufficiency.


Office of General Counsel, Agency

Date: 9/26/13

Revised Attachment 1 – Scope of Work
County of Luna

Purpose:

Deliver high-quality evidence-based voluntary home visiting services in Luna County to families prenatally through child's age 5, and actively participate in collaborative planning with the local coalition of early childhood service stakeholders.

Performance Measures:

1. Implementation with fidelity the Parents as Teachers federally-designated Evidence-Based Model of home visiting in Luna County, serving approximately 115 families ('slots').
2. Compliance with the CYFD Home Visiting standards of service as defined in the Service Definition Manual (<http://www.cyfd.org/content/home-visiting>).
3. Maintenance of generally accepted accounting practices and delivery of invoices and reports as required.
4. Regular and accurate maintenance of data elements in the CYFD Home Visiting data management system, for reporting and for Continuous Quality Improvement.

Activities:

The Contractor Shall:

1. Designate a representative to serve as an active member of the Luna County Early Childhood Coalition (planning group) of early childhood stakeholders to ensure that the home visiting program meets community goals and serves the identified needs of the community, and to support and enhance the presence of a continuum of family support services to which the home visit program can successfully refer families.
2. Ensure delivery of a high-quality evidence-based home visiting program, implementing the national Parents as Teachers (PAT) model with fidelity.
 - a. The program shall serve up 115 families ('slots'), with eligibility spanning prenatally and up until the youngest child turns 5, with emphasis on the earliest intervention as well as teen parents.
 - b. The program must work with the Parents as Teachers National Office to maintain approval of their "Affiliate Plan" and to ensure implementation with fidelity.
 - i. The program must adhere to the PAT 18 Essential Requirements
 - ii. Determine the most appropriate frequency of Personal Visits (home visits) responsive to participant needs, providing at least the PAT-required bi-monthly visits to high need families and weekly visits to many of the families.
 - iii. Provide at least monthly opportunities for clients to participate in Group Connections.
 - iv. The program must establish an Advisory Committee (this may be the coalition referenced above).
3. Ensure adherence to the CYFD standards of service, as defined in the Service Definition Manual (<http://www.cyfd.org/content/home-visiting>)

- a. The Home Visit program director is required to have a minimum of one year of supervisory experience and two years work experience with the target population
 - b. The program must use the CYFD-required child and family assessment tools, on the periodicity defined in the Service Definition Manual. These include the Ages and Stages Questionnaire to monitor child development milestones, the Edinburgh Postnatal Depression Scale to monitor maternal depression, and the Social Support index to assess levels of formal-informal support perceived by clients.
 - c. The program must have access to a Master's level clinically licensed mental health professional who is available for consultation when potential high risk situations, crises and other "clinical" issues arise to provide consultation to Parent Educators/home visitors and may provide brief direct service for families if indicated.
 - d. All staff, directors and consultants working in the home visit programs must receive criminal record clearances through CYFD/Early Childhood Services as required by regulation.
 - e. Program staff must complete during the first contract year the online Introductory training of 4 modules offered through UNM CDD (http://cdd.unm.edu/ec/trainings/trainings_HVT.htm).
 - f. The program director must participate in CYFD home visiting Quarterly Meetings and trainings as appropriate.
 - g. Note: an exception to the CYFD standards is that this program may serve children to age 5.
4. Use the CYFD data management system.
- a. Director and staff must participate in training provided by the UNM Continuing Education office operating the data system.
 - b. Director must utilize the data system to monitor staff activities and to submit quarterly reports to CYFD.
 - c. Staff must enter data about all clients and specific home visit activities including home visit notes, referrals, assessment results, and record of completion / discontinuation of services, all in a timely manner.
 - d. Document all data elements needed to track movement towards achievement of the 6 federal Benchmarks* (most are covered by the required assessment tools)
*Benchmarks for the federal Maternal, Infant, Early Childhood Home Visiting (MIECHV) program:
 - i. Maternal and Newborn Health
 - ii. Child Injuries, Abuse, Maltreatment, ER visits
 - iii. School Readiness
 - iv. Domestic Violence
 - v. Family Economic Self-Sufficiency
 - vi. Coordination and Referrals for Other Community Resources and Supports

Administrative requirements:

1. Provide a detailed line-item budget and narrative each year, by June 1 for the succeeding contract year. Negotiate any substantive changes during the contract year with the CYFD contract manager.

2. Provide quarterly reports outlining successes and challenges, in a mutually-agreed upon format. Data should be accessed from the CYFD home visiting data management system, and should be accompanied with narrative explanations and expansions. Data elements include:
 - a. Number of families/children enrolled;
 - b. Average caseload per home visitor;
 - c. Number of teen parents served;
 - d. Average number of home visits per family;
 - e. Percentage of clients receiving the required assessments on schedule;
 - f. Number of referrals to other support services; and
 - g. Retention/Family lengths of stay in the program.
3. Submit monthly invoices on the form provided by CYFD to the Agency Program Manager:
Jesse Leinfelder
CYFD Early Childhood Services
P O Drawer 5160, Room 111
Santa Fe, NM 87502

The Agency Shall:

1. Conduct at least one (1) on-site monitoring visit during the contract year.
2. Provide technical assistance as deemed necessary by the Agency or requested by the Contractor.

Attachment 2 – Budget
County of Luna

The Contractor shall be paid as follows for the work as described in Attachment 1-Statement of Work.

Year 1:	\$448,576
Year 2:	\$337,500
Year 3:	\$450,000
Year 4:	\$450,000
Year 5:	\$450,000

The total amount of the contract budget shall not exceed \$2,136,076.

Per diem and mileage, and other miscellaneous expenses, will be paid in accordance with the department of Finance and Administration (DFA) Rule 2.42.2 NMAC.

Funding Information:

State General Fund